

Move-Out Checklist



Upon Vacating, Don't forget to:

(Automatic trip charge is \$85.00. Sample charges are listed below, and prices are subject to change...)

- Clean inside over and entire stove, including burner pans and under stove top (if it is the kind that lifts). Proper cleaning supplies must be used. (\$75.00)
- Clean, wipe out entire inside of refrigerator, remove all items, defrost if needed, remove all magnets/stickers, etc. from exterior and clean/wipe down also. (\$50.00)
- Clean, wipe off all countertops and backsplashes. (\$50.00)
- Clean, wipe out, or sweep insides of all cabinets, drawers and closets in all rooms, inside and outside. (\$50.00)
- Vacuum all carpeted floors, wet mop all other types of floors in all rooms, sweep out all outside storage areas, decks, patios, garages, etc... (\$50.00)
- Clean all bathrooms, floors, tubs/showers, toilets, sinks, vanities, window sills, mirrors and inside medicine cabinets, closets, etc... (\$80.00 per bathroom)
- Clean, wipe off all window sills and baseboards in all rooms. (\$40.00)
- Make sure all ceiling fans and fan blades are clean, if applicable in every room, inside and outside. (\$25.00 per fan)
- Dispose of and remove from premises all unwanted furniture (DO NOT LEAVE ON THE CURBSIDE!) Place trash etc... in proper garbage receptacles outside and make sure they are placed in the property area for pick-up/emptying. Don't forget to clean out garages, carports, outside storage closets/areas, do not leave behind any patio/yard furniture, grills, decorations, etc... Entire property should be free of all personal items, including trash/debris, bags, boxes, papers, clothes hangers, food, pantry items, etc... (\$100.00)
- Leave such items as smoke alarms/carbon monoxide detectors, fire extinguishers in their proper places as applicable. Make sure ALL light bulbs are working inside and outside in ALL fixtures. (replacement cost)
- If your property requires you to do lawn maintenance, you MUST cut/mow the grass, rake the leaves or pine straw, trim shrubbery, etc... one final time before you leave regardless of the time of year, summer or winter. (\$150.00)
- Return ALL keys to our office (DO NOT LEAVE IN THE PROPERTY) after you vacate the premises. If you vacate after hours, weekend or holiday, please use our drop slot located at the bottom of our office door to return your keys. Make sure there is a way for us to identify what property they belong to. (You will be charged rent until all keys are returned and/or a \$125.00 lock change fee if they are not returned IMMEDIATELY)
- You **MUST** notify us when you are going to have the electric terminated. If the electricity gets turned off because you did not contact/notify us and we have to go to the property to shut off the breakers so that we can get the power back on, you will be charged a \$85.00 trip charge. DO NOT unplug the refrigerator, don't forget to contact any and ALL utility companies (electric, water, cable, newspaper, etc...)

AS WITH ANY AGREEMENT, FAILURE TO COMPLY WITH THESE INSTRUCTIONS IS NOT FREE, YOU WILL BE CHARGED AT LEAST THE MINIMUM AMOUNTS LISTED FOR ANY AND ALL WORK THAT WE MUST CONTRACT FOR, IF YOU DO NOT DO IT YOURSELF. ALSO, YOU WILL BE CHARGED FOR ANY OTHER EXPENSES INCURRED DUE TO REPAIRS NEEDED FROM DAMAGES CAUSED BY YOU BECAUSE OF NEGLIGENCE OR ABUSE THAT WE FIND AFTER WE INSPECT THE PROPERTY. PLEASE REMEMBER THAT YOUR MOVE IN INSPECTION FORM WAS YOUR CHANCE TO NOTIFY US OF ANY ITEMS OF CONCERN. PICTURES WILL BE TAKEN OF ALL CLEANLINESS AND/OR DAMAGE ISSUES. PRICES ARE SUBJECT TO CHANGE FROM ABOVE DEPENDING ON WHAT WE FIND UPON YOUR MOVE OUT! IF YOU WANT TO RECEIVE YOUR SECURITY DEPOSIT REFUND, PLEASE ACT RESPONSIBLY!